

## Handout – Google Calendar

Google Calendar is an easy way of keeping track of events, plans & tasks. It's free and comes as part of having a Gmail or Google account. Once you are logged into Gmail / Google, just click the 'Calendar' link at the top of Gmail, or the 'More' link on the Google search page.

### **So what are the benefits?**

- Accessible from any internet connected computer
- It will synchronise with many other calendars including phones and Outlook
- You can have multiple calendars (more later)
- You can share each 'multiple' calendar, each with different levels of permissions
- Can set multiple reminder messages or emails
- Events can be one off or repeating
- The calendar can be viewed by day, week, month or agenda

**So what's an Event?** This is an entry in a calendar. It can be a one off or repeating. It can be the whole day or you can allocate a specific time for that event. You can also add lots of detail about that event. There's also a 'Where' field and if you put in a valid address then a link to Google Maps will automatically appear.

**So how do I add an event, or modify an existing one?** For a new event just click any vacant spot on the calendar, or drag over a range of dates. A small popup form appears for data entry. If you want to add more detail, make it repeating etc then click the 'Edit event' link on it. For an existing event a single click opens the small popup, a double click opens the full range of options screen.

**So what's these 'multiple calendars'?** I like to think of them as 'sub calendars'. For example I have one sub calendar for me, my wife has another, we have one for holidays and trips that we share with our kids, another for recurring bills and payments. I also have access to sub calendars owned by others such as my overseas son and daughter in law, Australian holidays etc. You can mix and match these sub calendars any way you like with just a mouse click. They can also be different colours so it's easy to spot items on the main calendar. You can easily copy items between any of these sub calendars.

In addition, Google/Gmail also has a Tasks system where you can write up stuff you need to do. If you allocate a due date to a Task then it also appears in the 'Tasks' sub calendar.

Quick event entry

Search Calendar

Navigate buttons

Current period displayed

Display buttons

Optional Task List

My 'sub' calendars. Click to show/hide. Dropdown menu allows sharing, change colours etc

Other peoples 'sub' calendars. (They have granted me access, or they are 'public')

Dragging over the dates 22 – 24 gave the quick entry box below

Task List Commands

When: Wed, February 22 – Fri, February 24

What: Fly to the moon and back  
e.g., Visiting in NYC

Calendar: Harvey Travel

Create event

Edit event »

Event Details

Which 'sub' calendar to add to.

Click to add many more details, have it repeat, add address for the event etc.

Options on the Events detail screen.

Google Search Calendar

← SAVE Discard changes Delete More Actions

**HCC term 1** Event Details

10/2/2012 to 10/2/2012

☒ All day ☒ Repeat: **Weekly on Friday, 8 times** Edit This event repeats

Event details Find a time

Where 1 haydenbrook rd, woodrising, nsw, australia map

Calendar HCC Courses Which 'sub' calendar to add to.

Created by harvey45@gmail.com

Description

Guests can ☐ modify event ☒ invite others ☒ see guest list

Event color ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Make the event standout

Reminders No reminders set Add a reminder Create reminder(s)

Show me as ☒ Available ☐ Busy

Privacy ☒ Default ☐ Public ☐ Private